



OTHER THAN "A" STEP REQUEST

The Board of Supervisors, on November 13, 1990, asked to receive consistent information from Department Heads who request to hire a new employee at other than "A" step of the classification range. Board policy cites that "A" step is the normal and desired starting point in a classification unless compelling* reasons exist to start an individual at a higher step.

*Please note that the Board has previously provided direction that a pay disparity between Tehama and other counties is not, in and of itself, a sufficient compelling reason to start an employee at higher than "A" step.

FROM: Jennifer Crane, Accountant I
TO: Board of Supervisors/Personnel Office

RE: Request to hire an applicant in the following classification:
Correctional Deputy I at other than "A" step.

Please answer the following questions so that the Board may more objectively assess the request. Send the completed form along with the Agenda Request Form to the Personnel office, allowing sufficient time for review and approval/disapproval prior to the anticipated hiring date. Requests for "C" step or above will be referred to the Board of Supervisors on the regular agenda for their consideration. Requests for "B" step will be placed on the consent agenda for approval.

1. \$ 25.60 Step 1 Request: \$ 28.22 Step 3
2. Total applications received during recruitment for this position: 9
Total number of "qualified" applicants: 5
3. Justification for requesting higher step than A:

The selected candidate brings over 18 years of service with the Army National Guard, where he served as a full-time Platoon Sergeant. In this leadership role, he supervised and mentored 30 soldiers, ensuring operational readiness and compliance with Army Regulations. His duties included conducting inspections of personnel, equipment, and facilities, and enforcing standards of safety, discipline, and accountability. He demonstrated strong leadership, sound judgment, and effective decision-making in high-pressure environments. The candidate holds extensive training in First Aid/CPR, firearms, and radio communications, with a thorough understanding of rank structure and chain of command.

Based on his advanced training and proven leadership experience, placement at Step 3 is justified. His hiring will be a valuable asset to the Tehama County Sheriff's Office and the community it serves.

4. How has the Department budgeted for this additional cost?

The department has budgeted for this position as part of the position allocation list and will not place the department over approved budget.

I hereby certify that to the best of my knowledge, the information provided above is a true and accurate representation of all the material facts which should be considered with this request.



Department Head Signature